

INTERAGENCY COORDINATING COUNCIL COMMITTEE MEETING MINUTES

COMMITTEE: Family Resources and Supports Committee
DATE: May 20, 2004

COMMITTEE MEMBERS

MEMBERS PRESENT: Theresa Rossini, Juno Duenas, Nina LaVine, Sherry Torok, Al Milan, Julie Kingsley and Doug Cleveland

MEMBERS ABSENT: Debbie Sarmento, Tony Anderson, Terry Colborn, Laurie Jordan, Jan Kearns, Kay Ryan, Kathi Walker, Cheryl Treadwell (CDSS)

DEPT. LIAISONS: Debby Reath, DDS; Mary Smithberger, CDE

GUESTS: Cheryl Holden (DDS)

STAFF: Stephanie Myers, WestEd/CPEI

SUMMARY OF IMPORTANT POINTS, ACTIONS CONSIDERED AND RECOMMENDATIONS

Theresa Rossini, Chair, called the meeting to order. In the absence of Co-chair Debbie Sarmento, Nina LaVine was asked to represent her. Theresa welcomed the Committee and discussed the interim conference call with the Executive Committee. Theresa then provided an update on the questions, answers and discussions from the morning Executive Committee meeting.

- Theresa Rossini, Nina LaVine and Cheryl Holden presented the committee with a summary of the Executive Committee meeting.
- Copies of an updated "Priority Recommendations for Outcomes, Action Plans and Data Sources" were distributed.
- The Executive Committee requested that the FRSC address the ICC priority area of transition by:
 1. Identifying outcomes
 2. Reviewing Data
 3. Identifying Additional Data/Information Needed or Missing
 4. Developing Work Plans/Timelines
 5. Identifying committee/interagency collaboration
- The committee discussed ideas and possibilities for working committee sessions and timelines for next 18 months.

- Current data and information sources were reviewed and additional data and informational items were identified as needs. The Transition elements needed are:
 - Part B requirements (reference Section 52112) on transition from Early Intervention Services
 - Notify the LEA where the toddler resides
 - LEA's and DDS requirements for Transition
 - Family Satisfaction survey questions related to Transition
 - Cal-Stat survey
 - CASRC Questions
 - Family Interview questions used by DDS for site monitoring (re: transition) and include them in the packet

The Committee developed a work plan and timeline for two important items of discussion regarding Transition.

1. Family Interview Questions Work plan/Timeline

- a. FRSC Committee to review new information and data requests prior to September 2004 meeting.
- b. FRSC request ICC to include CDE representative at the September 2004 meeting and to be prepared with Part B information regarding Transition.
- c. Draft philosophical statement by August 15, 2004 (Mary, Julie and Juno to lead).
- d. Provide recommendations to DDS on the types of questions regarding "Family Centered".
- e. Review Family interview questions regarding Transition by September 2004

2. Family Satisfaction Work plan/Timeline

- a. FRSC review new information and data requested prior to September 2004 meeting.
- b. CDE representative
- c. Review Family Satisfaction questions regarding Transition.

- In discussing Transition, the FRSC acknowledges all of the work that has been done including questionnaires and data elements that have been collected. Before the September 2004 ICC meeting, the FRSC also requests the following information to be mailed to the committee members to help guide the discussion for the committee meeting in September:
 - Number of family interviews per year in the State from DDS by July 30, 2004;
 - Family interview questions and training provided for Site Monitoring Team Evaluators from DDS by July 30, 2004;
 - "Family Support Guidelines for Effective Practice" document from DDS by July 30, 2004;

- Title 17 regulations regarding Transition to be in the September 2004 packet;
 - Early Start Program Family Satisfaction Survey 2001 (report out in 2002); and
 - Family Involvement Survey by CalSTAT
- FRSC determined that teleconferences and/or email updates would be helpful before the next ICC Meeting in order to continue to work together, share data, and refine the activities in our work plan.
- Next meeting:
 - Mary Smithberger will update the FRSC on follow up activities from the Transfer of Knowledge Symposium
 - Stephanie Myers will bring Transfer of Knowledge Symposium final proceedings for the FRSC

The meeting was adjourned at 5:30 pm.

INFORMATION PROCESSING AND SHARING TOOL
Family Resources and Supports Committee
MEETING DATE:
May 20, 2004

IDENTIFIED OUTCOME FOR TRANSITION	DATA REVIEWED	IDENTIFYING ADDITIONAL DATA NEEDED OR MISSING	WORK PLAN / TIMELINE	IDENTIFY COMMITTEE OR INTERAGENCY COLLABORATION	FOR NEXT MEETING
<p>Transition Plan to be completed by age 3 and an appropriate plan in place and implemented by the child's 3rd birthday</p> <p>Outcome: Every Early Start family becomes a knowledgeable decision maker</p>	<p>DDS Part C Annual Performance Report Status of Program Performance</p> <p>DDS Regional Center Child Find and Public Awareness Matrix (Transition Documentation Data p.g. 53)</p>	<p>Part B requirement (reference section 52112 Transition from Early Intervention Services)</p> <p>LEA's and Early Start requirements for Transition</p> <p>Cal-Stat survey</p> <p>CASRC Questions</p>	<p>Family Interview Questions Work plan / Timeline</p> <p>FRSC Committee to review new information and data requests prior to September 2004 meeting</p> <p>FRSC request ICC to include CDE representative at the September 2004 meeting and to be prepared with Part B information regarding Transition</p> <p>Draft philosophical statement by August 15, 2004 (Mary, Julie and Juno to lead)</p> <p>Provide recommendations to DDS on the types of questions regarding "Family Centered"</p> <p>Review Family interview questions regarding Transition by September 2004</p>	<p>Continue to collaborate with agencies regarding Transition with what is required</p> <p>FRSC would like to work with other Committees on the activity of Transition</p> <p>Interagency collaboration with Part B partners to learn and understand what is required and what is happening to children and families during the time of transition</p>	<p>CDE representative for September 2004 meeting for information regarding Part B</p> <p>DDS to provide the FRSC with Family Interview questions relating to Transition</p> <p>DDS to provide FRSC with Family Satisfaction questions related to Transition</p>

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		<p>Number of Family interviews per year in the State from DDS by July 30, 2004</p> <p>Family interview questions from DDS by July 30, 2004</p> <p>“Family Support Guidelines for Effective Practice” document from DDS by July 30, 2004</p> <p>Title 17 regulations regarding Transition to be in the September 2004 packet</p>	<p>Family Satisfaction Work plan/Timeline</p> <p>FRSC review new information and data requested prior to September 2004 meeting</p> <p>CDE representative</p> <p>Review Family Satisfaction questions regarding Transition</p>		